

Targeted Small Business Program

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Targeted Small Business Update Procurement and Compliance Overview

Targeted Small Business (TSB) compliance is authorized by Iowa Code Chapter 19B.7. Iowa Code Chapters 73.16-73.19 requires the establishment of TSB procurement provisions through the Departments of Management, Inspections and Appeals and Economic Development.

This report will provide an overview of the State of Iowa's Targeted Small Business Program and efforts to assure equal opportunity through targeted small business procurement during FY 2007.

Targeted Small Business Update Department of Inspections and Appeals

The Departments of Administrative Services, Economic Development and Inspections and Appeals are jointly responsible for the State's Targeted Small Business Program. Serving as a TSB Task Force, they market the program, offer a financial assistance program, provide procurement opportunities and educate their partners in purchasing and certification. Partners include all state agencies, TSBs, potential TSBs, private businesses, local government, school districts and federal agencies.

To increase the interest and participation for loans, certification and purchasing, the Task Force is expanding its efforts to reach those populations not previously involved in the TSB program. This will be done through marketing the program to minority organizations and populations, and training TSBs in how to market their business to purchasers and prepare bid documents. In the semi-annual seminars sponsored by the Task Force since 2001, purchasers from state government, as well as the Task Force, are speakers. TSBs are invited to attend to learn how to do business with the State of Iowa.

Over the past few years, the TSB Program has seen a decline in the number of active TSBs. The passage of HF 890 is intended to reverse this trend. The following reflect statistics for FY 07 compared to FY 06.

- At the end of FY 07, there were 458 active TSBs. This was a 27% decrease in the number of active TSBs over the number of active TSBs at the end of FY 06 (582). This is a trend that we have been seeing for several years.
- There were 122 new and renewal applications approved for full Certification or Conditional Certification during FY 07, compared to 319 during FY 06 – a 62% decrease. Although re-certification is done every two years and may account for some of this decrease, we have also seen TSBs not re-certifying, being out of business, or not responding to renewal notices.
- There were no TSBs de-certified during FY 07 or FY 06.
- During FY 07, presentations were made at five seminars/conferences (with attendance exceeding 300 participants). In addition, a radio broadcast was conducted in Des Moines in collaboration with the Department of Human Rights, Latino Affairs Division.

With the passage of HF 890 during the 2007 legislative session, The Department of Inspections and Appeals (DIA) was authorized to hire additional staff to enhance certification and marketing efforts. Since July 2007, we have enhanced our staffing level, collaborated with other state agencies to enhance the TSB Program, presented at multiple seminars/conferences, and attended diversity events, all with the purpose of increasing the number of TSBs in Iowa. The results of these and future efforts will be reflected in our FY 2008 report.

The Department of Inspections and Appeals has two Web sites where the public can access the Targeted Small Business Certification list:

www.state.ia.us/government/dia

This site will allow you to access an Excel spreadsheet that you can download to your own computer and sort by the information in which you are interested. You can sort by business name, owner name, address, telephone number, fax number, county, service provided and type of targeted group and/or person (woman, minority or person with a disability).

<https://dia.iowa.gov/tsb>

This site will allow you to search by type of product or service that a TSB offers.

Targeted Small Business Update Iowa Department of Administrative Services

Pursuant to HF 890, enacted by Gov. Chet Culver on May 22, 2007, requiring a report to the Iowa Department of Economic Development concerning activities by the Department of Administrative Services to provide outreach to Targeted Small Businesses, the Department of Administrative Services submits the following report. It includes activities pursued by the Department since enactment of the Targeted Small Business Legislation.

Examples of the Department of Administrative Services (DAS), Procurement Services outreach to Iowa Targeted Small Businesses.

- <http://www.iowa.gov/state/main/index.html>

This URL is for the “Welcome to the Official State of Iowa Web site” The Web site can serve as a navigational tool for accessing state government agencies, cities and county government Web sites.

- <http://www.iowalifechanging.com/business/tsb/tsbsearch.asp>

This URL is to the “State of Iowa 48 Hour Procurement Notice System – TSB Procurement Notice Search Page” which provides specific information on upcoming bid opportunities of state agencies and institutions.

- <http://das.gse.iowa.gov/procurement/index.html>

This URL is for the “Department of Administrative Services, General Services – Procurement Services Web site” This Web site provides information relating to activities of the state’s central procurement entity.

Additionally, the following specific information of interest to the TSB vendor community are:

- <http://bidopportunities.iowa.gov/>

This URL is for “Current Bidding Opportunities” that denotes State of Iowa Bid Opportunities from state agencies and institutions. It provides specific information relating to bid opportunities that may include a copy of the bid document, contact information with the issuing officer and specific requirements like a bidder’s conference.

- <http://das.gse.iowa.gov/contracts/contract.html>

This URL is to “Current Contracts” of the DAS/GSE – Procurement Services. These contracts are available to State agencies and in many cases to political subdivisions (cities, counties and schools) to provide goods and some services necessary for their operational needs.

- <http://das.gse.iowa.gov/procurement/purchagnt.html>

This URL is for “Purchasing Contacts in State Government for Targeted Small Businesses” and this Web site provides specific marketing contact information on State agencies and institutions.

- http://das.gse.iowa.gov/procurement/vendor_reg.html

This URL is for “Vendor Registration Process and Forms” requirements to become registered as a vendor with the DAS Procurement Services.

TSB Contracts

DAS Procurement Services creates contracts with TSBs and informs agencies about these contracts and the TSB Program at quarterly statewide purchasing meetings. A list of all TSB contracts is given to meeting attendees and TSBs are invited to give product presentations. DAS Procurement Services has created 68 TSB contracts, 31 of which have been added since May 1, 2007.

DAS Procurement Services Responds to TSB Questions

DAS received many phone calls and e-mails from targeted small businesses asking about how to do business with the State of Iowa. We try to respond to each business and provide useful information.

One example is a contact Nola Penland, DAS Procurement Services Purchasing Agent, had with Oswaldo Barcelon, owner of Sonora Tortilla, a new TSB. Oswaldo had many questions regarding the state’s contracting and solicitation process. Nola explained the processes and created a TSB contract for his business. Nola then visited his location to personally see his production process.

Targeted Small Business Financial Assistance Program Iowa Department of Economic Development

The purpose of the Targeted Small Business Financial Assistance Program (TSBFAP) is to provide financial aid to women, minorities and persons with disabilities who are majority owners of businesses certified by the Iowa Department of Inspection and Appeals.

The program did not receive any funding in FY 07. The balance forward from FY 06 was zero.

House File 890 provided the TSB Program with \$4 million dollars for FY 2008. Of this amount, \$ 2.5 million is designated for financial assistance. The remaining \$1.5 million is for one full-time employee (FTE) to manage the certification process at DIA and one FTE for marketing and compliance at IDED and for contracting with technical assistance service providers.

Various workshops and presentations were conducted throughout FY 2007

Activity/Group Name	Type of Presentation	Date	Location
Call to Action - Stop Youth Violence/DM	Rep. Wayne Ford - speaker/United Way	06.19.07	Des Moines
TSB Workshop	How to do Business with the State of Iowa/Procurement & Financial Assistance	05.20.07	Davenport
Dept of Human Rights Commission	Presented HF 890	04.20.07	Des Moines
Small Business Advisory Council Members	Introduced new TSB bill	04.20.07	Des Moines
Women's Leadership Conference	New TSB Program legislation	04.13.07	Coralville

Due to changes brought about by HF 890, additional marketing and communication activities will be forthcoming. The results of these efforts and others by the program manager will be reflected in the FY 2008 report.

TSB Procurement Purchase Summary FY 2007 State Agencies

Agency	Agency #	YTD Total Spending	YTD TSB Spending	YTD TSB %
Administrative Services	005	\$ 2,916,464.52	\$ 171,259.97	5.9%
General Services Capitals	335	\$ 33,956,453.97	\$ 275,865.40	0.8%
Agriculture/Land Stewardship	009	\$ 911,960.39	\$ 158,321.07	17.4%
Attorney General	112/114	\$ 190,744.88	\$ 69,047.60	36.2%
Auditor	126	\$ 129,945.69	\$ 861.60	0.7%
Blind	131	\$ 833,421.62	\$ 5,516.04	0.7%
Board of Regents		\$ -	\$ -	0.0%
Civil Rights	167	\$ 40,281.48	\$ 1,232.04	3.1%
College Aid	284	\$ 849,642.44	\$ 17,848.20	2.1%
Commerce - Alcoholic Beverages	212	\$ 2,881,646.80	\$ 5,140.99	0.2%
Commerce - Banking	213	\$ 236,904.47	\$ 10,988.00	4.6%
Commerce - Credit Union	214	\$ 53,160.00	\$ 596.70	1.1%
Commerce - Insurance	216	\$ 266,630.84	\$ 21,532.80	8.1%
Commerce - Licensing	217	\$ 62,789.39	\$ 4,176.07	6.7%
Commerce - Utilities	219	\$ 268,185.59	\$ 205,826.73	76.7%
Corrections-Central Office	238	\$ -	\$ -	0.0%
Parole Board	547	\$ -	\$ -	0.0%
Anamosa	243	\$ 726,131.39	\$ 15,342.50	2.1%
Anamosa - Prison Industries	250	\$ 3,995,683.85	\$ 70,904.38	1.8%
Clarinda	248	\$ -	\$ -	0.0%
Fort Dodge	252	\$ 162,019.54	\$ 3,565.93	2.2%
Fort Madison	242	\$ 2,058,789.47	\$ 7,698.94	0.4%
Mitchellville	249	\$ -	\$ -	0.0%
Mt. Pleasant	246	\$ -	\$ -	0.0%
Newton	245	\$ 494,543.63	\$ 22,769.35	4.6%
Oakdale - Medical & Classification Center	244	\$ 3,262,522.25	\$ 95,364.58	2.9%
Rockwell City	247	\$ 450,454.53	\$ 5,955.29	1.3%
Cultural Affairs	259	\$ 1,238,155.46	\$ 5,560.72	0.4%
Economic Development	269	\$ 2,851,681.00	\$ 61,646.00	2.2%
Education	282	\$ 7,274,652.46	\$ 155,501.93	2.1%
Iowa Public Television	285	\$ 740,699.32	\$ 128,513.01	17.4%
Voc. Rehab	283	\$ 2,031,392.61	\$ 66,132.39	3.3%
Elder Affairs	297	\$ 274,338.54	\$ 56,987.72	20.8%
Ethics/Campaign Disclosure	140	\$ 4,074.49	\$ 87.95	2.2%
ICN	336	\$ 112,264.52	\$ 95,190.39	84.8%
Governor	350	\$ 119,392.39	\$ 3,407.90	2.9%
Management	532	\$ 1,420,161.91	\$ 3,414.18	0.2%

Agency	Agency #	YTD Total Spending	YTD TSB Spending	YTD TSB %
Human Rights	379	\$ 42,429.39	\$ 20,962.09	49.4%
Human Services Administration	401	\$ 276,456.73	\$ 29,511.57	10.7%
Human Services Community Services	402	\$ 805,951.54	\$ 62,336.08	7.7%
Human Services Assistance Payments	413	\$ 7,155,335.91	\$ 962,378.35	13.4%
Toledo	404	\$ -	\$ -	0.0%
Eldora	405	\$ 859,725.10	\$ 11,669.19	1.4%
Cherokee MHI	407	\$ 120,769.98	\$ 8,345.26	6.9%
Clarinda MHI	408	\$ -	\$ -	0.0%
Independence MHI	409	\$ 1,640,711.54	\$ 514.95	0.0%
Mt. Pleasant MHI	410	\$ -	\$ -	0.0%
Glenwood HS	411	\$ -	\$ -	0.0%
Woodward HS	412	\$ 2,387,076.77	\$ 45,161.71	1.9%
Inspections & Appeals	427	\$ 193,161.43	\$ 8,276.18	4.3%
Public Defender	428	\$ 866,148.18	\$ 136,903.75	15.8%
Racing & Gaming	429	\$ 190,741.48	\$ 36,266.50	19.0%
Judicial	444	\$ 6,473,379.49	\$ 7,947.50	0.1%
Law Enforcement Academy	467	\$ 409,252.31	\$ 12,299.90	3.0%
Natural Resources	542/543	\$ -	\$ -	0.0%
ODCP	642	\$ 103,744.04	\$ 56,928.97	54.9%
PERB	572	\$ 44,351.25	\$ -	0.0%
IPERS	553	\$ 3,453,804.92	\$ 36,459.41	1.1%
Public Defense	582/584	\$ 13,106,004.82	\$ 6,592.05	0.1%
Homeland Sec/ Emergency Mgmt	583	\$ 11,487,144.47	\$ 50,563.15	0.4%
Public Health	588	\$ 6,884,084.30	\$ 229,088.69	3.3%
Public Safety	595	\$ -	\$ -	0.0%
Revenue	625	\$ 1,255,919.85	\$ 80,902.64	6.4%
Transportation, Capitals	645/646	\$ 544,746,426.18	\$ 23,858,441.44	4.4%
Veterans Home	671	\$ 1,667,185.57	\$ 106,046.73	6.4%
Veterans Affairs	672	\$ 262.91	\$ -	0.0%
Workforce Development	309	\$ 1,177,648.07	\$ 151,760.14	12.9%
Leg. Service Agency	504	\$ 56,662.18	\$ 17,225.49	30.4%
Leg. Citizen's Aide	503	\$ 112,536.66	\$ 255.80	0.2%
Secretary of State	635	\$ 72,944.43	\$ 13,924.19	19.1%
State Treasurer	655	\$ 90,737.88	\$ 27,706.06	30.5%
Totals		\$ 676,495,786.82	\$ 27,724,724.16	4.1%

TSB Procurement Purchase Summary FY 2007 Community Colleges

Area Community College	YTD Total Spending	YTD TSB Spending	YTD TSB %
Northeast Iowa Community College	14,126,505.00	1,790.00	0%
North Iowa Area Community College	8,674,527.00	0.00	0%
Iowa Lakes Community College	3,379,850.00	33,197.00	1%
Northwest Iowa Community College	2,557,529.00	22,387.00	1%
Iowa Central Community College	4,057,069.60	809.81	0%
Iowa Valley Community College	0.00	0.00	0%
Hawkeye Community College	3,858,171.00	21,254.00	1%
Eastern Iowa Community College	0.00	0.00	0%
Kirkwood Community College	0.00	0.00	0%
Des Moines Area Community College	21,100,125.00	21,348.10	0%
Western Iowa Tech Community College	0.00	0.00	0%
Iowa Western Community College	0.00	0.00	0%
Southwestern Community College	4,477,575.39	33,021.38	1%
Indian Hills Community College	11,682,514.44	7,335.90	0%
Southeastern Community College	3,480,937.00	9,296.00	0%
Total Spending	\$ 77,394,803.43	\$ 150,439.19	

**TSB Procurement Purchase Summary
FY 2007 Area Education Agencies**

Area Education Agencies	YTD Total Spending	YTD TSB Spending	YTD TSB %
Keystone AEA #1	0.00	0.00	0.0%
Northwest AEA (#4 & #12 Merged)	0.00	0.00	0.0%
Prairie Lakes AEA #8	8,469,467.00	0.00	0.0%
AEA 267	8,942,900.00	18,717.00	0.2%
Mississippi Bend AEA #9	0.00	0.00	0.0%
Grant Wood AEA #10	4,107,824.78	1,008.34	0.0%
Heartland AEA #11	6,622,039.26	50,951.06	0.8%
Loess Hills AEA #13	6,410,857.00	0.00	0.0%
Green Valley AEA #14	0.00	0.00	0.0%
Southern Prairie AEA #15	0.00	0.00	0.0%
Great River AEA #16	731,230.87	0.00	0.0%
Total Spending	\$ 35,284,318.91	\$ 70,676.40	